

COOGEE SURF LIFE SAVING CLUB INC.



FOUNDED 1907

Address Seddon Garden, Coogee Beach NSW 2034
Postal Address PO Box 14 Coogee 2034
email admin@coogeeslsc.com.au

Web www.coogeesurfclub.com.au
Phone (02) 9665 5138 Fax (02) 9665 4925
ABN 65 015 26 1 451

JACK 'PUD' CANNOT OCEAN ROOM HIRE AGREEMENT

NAME: _____

COMPANY (if applicable): _____

ADDRESS: _____

PHONE: (M) _____ (H) _____ (W) _____

EMAIL: _____

DATE OF FUNCTION: _____

TYPE OF FUNCTION: _____

ESTIMATED NO. OF GUESTS: _____ TIME OF COMMENCEMENT _____

SEATED/STANDING: _____

ENTERTAINMENT: _____

CATERING ARRANGEMENT: _____

SPECIAL DRINK REQUIREMENTS: _____

OTHER REQUIREMENTS/SECURITY: _____

Payment Options

I enclose my (please circle) CASH CREDIT CARD CHEQUE MONEY ORDER DIRECT DEPOSIT

For Payment of HIRE OF THE JACK 'PUD' CANNOT OCEAN ROOM

Payable to: COOGEE SURF LIFE SAVING CLUB INC. For the total amount of \$ _____

Direct deposit: Bank: Commonwealth Bank
Account Name: Coogee Surf Life Saving Club
BSB: 062303
Account Number: 28003102

Cash or Cheque: Coogee Surf Life Saving Club, PO BOX 14, COOGEE NSW 2034

Or please charge my credit card (Please circle)

VISA MASTERCARD AMEX (will attract a 1.65% Surcharge)

Card Number _____ Expiry Date ____ / ____

Cardholder's Name:

Signature:

TERMS & CONDITIONS

1. This Hire Agreement must be filled out for all functions to be held in the Coogee SLSC Ocean Room. No verbal bookings will be accepted.
2. A deposit (which is part payment of the hire fee) payment is required with all bookings, payable on submission of this form.
3. Final payment of the outstanding fees, plus any additional staff or security costs are payable 14 days prior to the function.
4. No booking is deemed to be accepted until the Hire Agreement is complete and monies paid.
5. Security is required for all evening functions with more than 50 guests. This will be organised by Coogee SLSC and a fee of \$300 (for a six-hour period) is to be paid by the hirer of the room 14 days prior to the function.
6. A surcharge will apply to all functions scheduled on a public holiday.
7. Cancellation outside of 2 months prior to your function date will incur a loss of the room hire deposit fee. Cancellation within 2 months prior to your function date will incur the loss of the full room hire fee. All cancellations must be submitted in writing to functions@coogeeslsc.com.au and will be effective from the date received.
8. For the duration of the function the hirer and their guests must agree to abide by all club policies and regulations especially with regards to Responsible Service of Alcohol Laws.
9. All guests must follow the directions of the appointed Coogee SLSC Officer during the function. The Coogee SLSC Officer has the right to refuse entry of a guest, immediately remove a guest or terminate the event should any guests be involved in misconduct or serious breach of conditions, including damage to the club, assault, intimidation, drug possession or use, threats towards guests, staff or club members, or any behaviour deemed significantly inappropriate.
10. Access to Coogee SLSC for set up of your function is to be arranged with the Functions Co-Ordinator prior to your function.
11. No permanent hanging of material is permitted (thumb tacks, staples, nails). No open flamed candles or confetti/glitter are permitted.
12. Coogee SLSC will supply bar staff for the function.
13. An extensive beverage list is available from the Coogee SLSC bar; however, the hirer is permitted to provide their own wine and champagne at a corkage fee of \$10 per bottle.
14. Standard and premium spirits and beer products must be purchased from the Coogee SLSC bar. Hirers are not permitted to bring their own of this type of liquor.
15. The Coogee SLSC bar is not equipped to make cocktails. Slurpee machines are not permitted.
16. Bar service will cease 20 minutes before the scheduled end of the function.
17. The beverage account is payable on completion of the function.
18. All music must be turned off 15 minutes before the scheduled end of the function.
19. All guests must vacate the premises and be away from the environs of the club house 15 minutes after the scheduled end of the function. We require complete respect shown to our neighbours at all times.
20. All hire gear, decorations, catering equipment, DJ/band equipment, photo booths, hired furniture and remaining alcohol must be removed from the premises on the night of the function. Failure to do so may incur extra charges.
21. If the kitchen is used, it must be thoroughly cleaned and all objects removed before the end of the function.
22. Any damage caused during the function is payable by the hirer of the Coogee SLSC Ocean Room.
23. Coogee SLSC will not be held responsible to theft or damage of the guest's personal property, clothing etc.

By the signing of this agreement, I have read the full Terms, Conditions and Hire Agreement information relating to the hire of the Coogee SLSC Ocean Room and enter into this agreement having understood and consented to those Terms, Conditions and Hire Agreement.

SIGNED (by the Hirer): _____

DATE : _____
